



## Duo Security Self-Enrollment Guide (landline)

Refer to the step-by-step guide below to register your landline with Duo in EES or EBS.

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### Registering Your Phone, Tablet or Landline in Duo


Duo prompts you to enroll the first time you log in to a protected VPN or web application when using a browser or client application that shows the interactive Duo web-based prompt, as you will see beginning in Step 2. Upon successful enrollment with Duo, each subsequent login to EES or EBS will only require authentication, shown in Step 6 below.


#### Step 1: EES/EBS login screen

Log in to **EES or EBS** as normal by entering a username and password and selecting Sign In.

#### Step 2: Duo welcome screen

Select **Start setup** to begin enrolling your device.



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## Protect Your SC PEBA Account


Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.


This process will help you set up your account with this added layer of security.

[Start setup](#)

### Step 3: Choose your authentication device type

Select **Landline**, then click **Continue**.



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## What type of device are you adding?

☐ Mobile phone **RECOMMENDED**

☐ Tablet (iPad, Nexus 7, etc.)

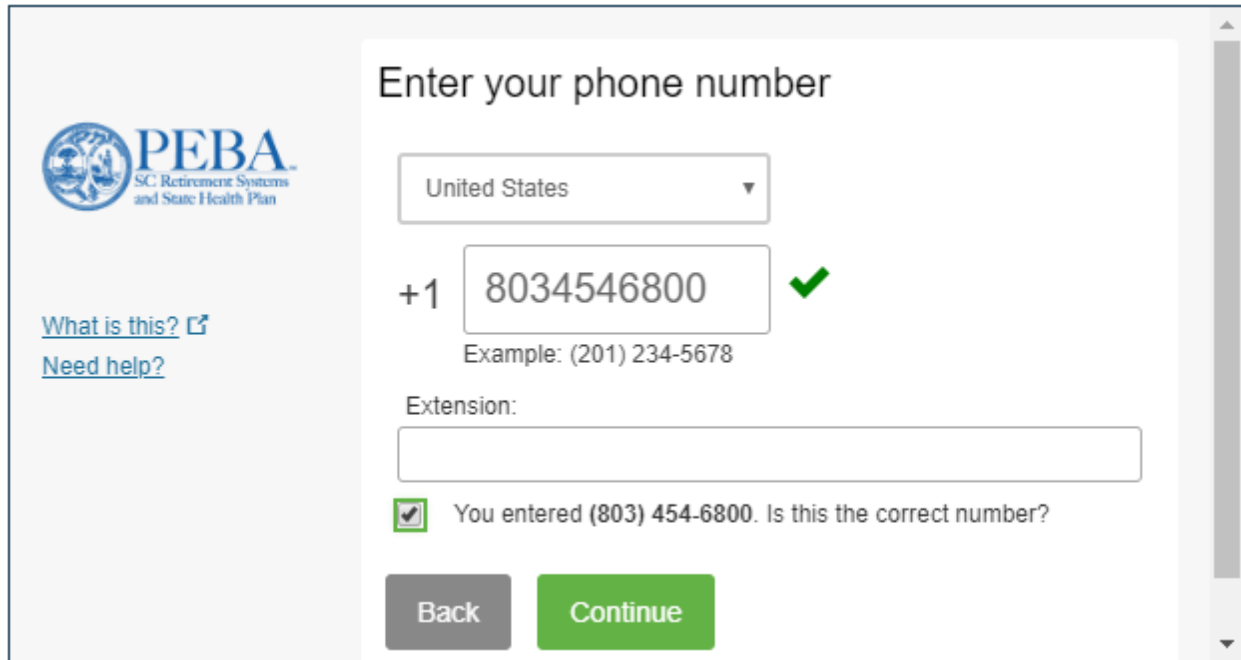
☒ Landline

[Continue](#)

#### Step 4: Enter your phone number

Country will be preselected for United States. Enter your phone number and once validated, you should see the green checkmark. Enter your **Extension**, if necessary.

Double-check that you entered your number correctly, check the box, and select **Continue**.





The screenshot shows a web form titled "Enter your phone number" for the PEBA (South Carolina Retirement Systems and State Health Plan). On the left, there is a sidebar with the PEBA logo and two links: "What is this?" and "Need help?". The main form area contains a dropdown menu for "United States", a text input field with "+1" and "8034546800" (with a green checkmark to its right), and an "Extension:" label with an empty text input field below it. Below the extension field is a checkbox that is checked, with the text "You entered (803) 454-6800. Is this the correct number?". At the bottom are two buttons: "Back" and "Continue".


## Step 5: Configure device options (optional)

You can use **Device Options** to give your phone a more descriptive name, or you can select **Add another device** to start the enrollment process again and add a second phone or another authenticator. This more advanced option is addressed in the Manage Settings and Devices guide. **We recommend that you enroll both a primary and backup device for two-factor authentication.**

If this is the device you'll use most often with Duo, then you may want to enable push requests by changing the **When I log in** option and changing the setting from "Ask me to choose an authentication method" to "Automatically call this device" and select **Save**. The button will change to **Saved** to indicate that the save was successful. With the automatic option enabled, Duo automatically calls your device.

  
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### My Settings & Devices

 Landline 803-454-6800 JUST ADDED [Device Options](#)

+ [Add another device](#)

Default Device: Landline 803-454-6800

When I log in: 

Ask me to choose an authentication method ▼

Saved

Continue to Login

**My Settings & Devices**

**PEBA**  
SC Retirement Systems  
and State Health Plan

Landline 803-454-6800 JUST ADDED [Device Options](#)

+ [Add another device](#)

Default Device: Landline 803-454-6800

When I log in: Ask me to choose an authentication method ▼

Ask me to choose an authentication method

Automatically call this device

[What is this?](#) [Need help?](#)

[Saved](#) [Continue to Login](#)

Select **Continue to Login** to proceed to the Duo Prompt.

**Choose an authentication method**

**PEBA**  
SC Retirement Systems  
and State Health Plan

Call Me [Call Me](#)

Bypass Code [Enter a Bypass Code](#)

☐ Remember me for 10 hours

[What is this?](#) [Add a new device](#)  
[My Settings & Devices](#) [Need help?](#)

Enrollment successful! This is the Duo login prompt that you'll normally see when logging in. [X](#)

## Step 6: Authenticate with Duo

Your device is ready to approve Duo push authentication requests. Select **Call Me** or **Enter a Passcode** to authenticate.

### Call Me

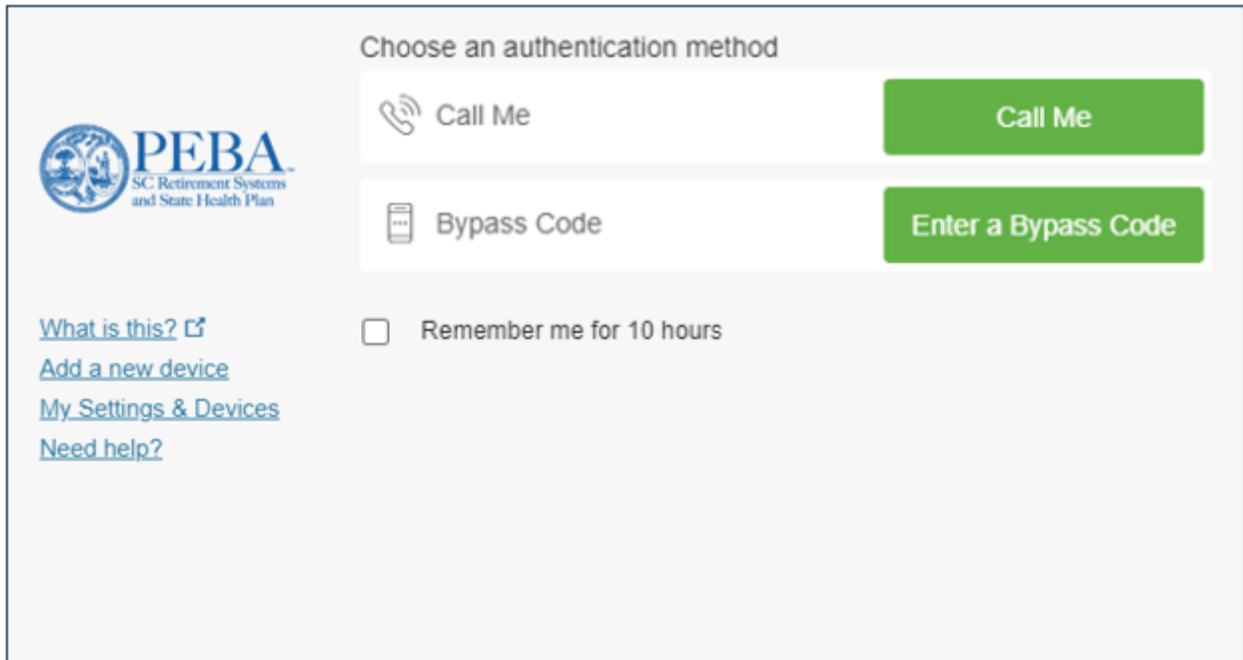
Answer the phone call from 803.737.6800, listen to the prerecorded message and press # to log in.

## Enter a Bypass Code


This option will not be used unless you are directed to do so by an administrator or a PEBA Customer Contact Center representative.


## Remember me for 10 hours

Selecting this option prior to the desired authentication method will log you in for 10 hours. You will not be required to authenticate again with Duo until the 10-hour time period has expired.




Choose an authentication method

 Call Me Call Me

 Bypass Code Enter a Bypass Code

☐ Remember me for 10 hours

[What is this?](#) 

[Add a new device](#)

[My Settings & Devices](#)

[Need help?](#)

## Step 7: EES/EBS login successful

After authentication, you should now be at the home page of the EES or EBS application. Congratulations, Duo enrollment is now complete!

Each time you log in to EES/EBS now, you will be prompted to authenticate. Refer to Step 6.